📓 First Client Meeting

📅 Date 🔗

Wed, 6 March 2024

👥 Participants 🔗

- Eileen Truong
- Chris Bennett
- Yujun Yan (mentor)
- Our team (Team Wombat)
- Team Koala

🥅 Goals 🔗

- Client to introduce and walkthrough their current booking management process and platforms
- Client to brief their draft requirements/wish for the new booking system
- Discuss with clients and clarify questions about requirements

🗣 Discussion topics 🔗

Item	Presenter	Notes
Current booking management process	Eileen	- **Form Submissions/Phone Calls:** Initial contact for booking through form submissions or phone calls. - **Planner:** Utilization of a todo checklist and templates for initial planning. - **Priava:** Essential for future reference due to university/department requirements. Manual checks to ensure space availability. - If space is available, event details are added to Priava. - **Microsoft Calendar:** Detailed event management including participants. Full-time and part-time staff can be linked directly; casual staff coordination through 'When I Work' and their confirmation is required. - **Excel Documentation:** Comprehensive recording of all details, including a data sheet for reporting. Special requirements, such as iPad availability for workshops, are also tracked here.
Requirements for the new booking system	Eileen	- Further discussion and clarification required to outline specific system requirements, including functionality, integration capabilities, and user experience expectations.
Constraints on the system	Eileen	- **Space Sharing:** Events team and university classes may also book spaces, affecting availability. - **Room Availability:** Three rooms designated for workshops; two are always available, and one is subject to shared

		booking.
		• **System Integration:** Priava is a mandatory component due to external requirements. Planner, forms, website, and Excel documentation are adaptable.
Q&A	Eileen, Chris，Team Wombat，Team Koala	• **Details:** An open forum for addressing queries, with a specific focus on potential data security concerns, especially regarding the handling of children's information.
A Tour of Science Gallery	Eileen，Chris	• **Details:** A guided tour to provide insights into the physical space, showcasing how different areas are utilized for exhibitions and workshops. This can also help in understanding spatial constraints and planning for event bookings.

✅ Planned Actions and Next Steps 🔗

☑ **Detailed Requirement Gathering:**

☑ To start with, compiling comprehensive user stories and detailed requirements, reflecting the discussed challenges and operational needs.

☑ **System Design Phase:**

☑ Initiating a design sprint to conceptualize the system architecture and user interface, focusing on usability and integration capabilities.

☑ **Development Strategy:**

☑ Outlining development sprints, with a focus on implementing core functionalities first and incorporating iterative feedback from Science Gallery stakeholders.

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🎵 Additional Considerations 🔗

⌄ Click here to expand...The complexity of the project was acknowledged, with an emphasis on a collaborative and iterative approach to development. The importance of a flexible system that could adapt to future needs and potentially integrate with broader university systems was highlighted.

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